## **Tompkins County** DEPARTMENT OF SOCIAL SERVICES LOW INCOME CHILD CARE UNIT

320 West Martin Luther King Jr. / State Street Ithaca, New York 14850 (607) 274-5612

## **DOCUMENTATION REQUIREMENTS**

Note: We may be able to help you obtain any documentation that you are missing.

The application for Child Care Assistance is your statement of your present income, resources and expenses. It is important that it be completed by you in as much detail as possible. When you return your completed application, please bring each of the following documents that apply to your household. Your application can't be processed until you have submitted all required verification. You may receive a letter from us requesting more documentation after we have reviewed your application.

$\square$ <b>IDENTITY</b> (for every <u>adult</u> family member in the	□ BANK ACCOUNTY
household): Copy of a Photo ID, Driver's license,	statement for each
U.S. Passport, Naturalization Certificate,	earned (checking,
Hospital/Doctor's Records, or Adoption Papers	Keogh accounts.)
	statement, you ca
$\square$ <b>AGE</b> (for <i>every family member in the</i>	days of activity fro
household): Copy of a Birth certificate, Baptismal	
certificate, hospital records, adoption records, or	☐ <u>ABSENT PAREI</u>
naturalization certificate	Note: You mu
	child's absent
$\square$ <b><u>CITIZENSHIP</u></b> (for <u>every</u> family member in the	household.
household): Copy of Birth certificate, Baptismal	- A complete co
certificate, hospital records, U.S. Passport, Military	decree or sep
service records, Naturalization certificate, USCIS	arrangements
documentation, or evidence of continuous U.S.	- A copy of othe
residence since 12/31/1971 or earlier	example: Ord
_	custody order
$\square$ <b>RESIDENCE</b> : Statement from landlord, current	- A copy of the
rent receipt or lease, current mail postmarked	- A written, sigr
within the last 30 days, mortgage records	non-custodial
	address and w
☐ <b>EARNED INCOME</b> : Last 4 paystubs and	for your child,
statement from employer indicating what days	- A written, sigr
and hours you work and what you get paid per	applicant/cust
hour. (If you are self-employed, submit a complete	where the abs
copy of last year's tax return.)	person is not a
_	child/children
☐ <u>UNEARNED INCOME</u> : Current verification of all	•
other income that you receive: child support,	
unemployment, social security, veteran's benefits,	
workers compensation, school loans,	
interest/dividends, and pensions/annuities.	

NTS: Complete, current th account showing any interest savings, retirement, IRA and/or If you don't have a current an ask for a printout of the last 30 om your bank(s).

## NT:

ist be able to document that your parent resides outside of your

- ppy of the custody order/divorce aration papers outlining custody
- er pertinent court orders (for ers of Protection, temporary s, child support orders, etc.)
- absent parent's work schedule
- ned, and dated statement by the parent stating their residential why they are not available to care /children
- ned, and dated statement by the todial parent/caretaker stating sent parent resides and why that available to care for their

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